



Thrift Savings Plan BULLETIN

for Service TSP Representatives

Subject: Announcement of the TSP Web-based Thrift Savings Plan Data Submission Application

Date: February 4, 2004

This bulletin announces the availability of the new Web-based Thrift Savings Plan (TSP) data submission application for payroll offices to use to report employee data (participant information), contributions, and loan payments to the National Finance Center (NFC). The application is an alternative to the existing PC-based data submission application. The application, which is for payroll office use only, is located on the TSP Web site at www.tsp.gov.

Web-based data submission application. The new Web-based version of the application can be accessed through Microsoft Internet Explorer or Netscape Navigator. Unlike the Windows-based version of the TSP data submission application, the Web-based application will not require payroll offices to save a file on a 3-1/2 inch diskette (although they may want to download the information to a diskette for their own internal records). Instead, once entered and certified, the data can then be transmitted electronically to the TSP through the Web connection. However, a paper copy of the applicable journal voucher (e.g. Form TSP-U-2, Certification of Transfer of Funds and Journal Voucher) must still be signed by the service certifying official and sent (or faxed) to the TSP record keeper.

The Web-based application is an enhancement to the current system, and service payroll offices are not required to replace the current PC program. However, we strongly encourage services to adopt this new method of data submission. The Web-based application offers a much faster and more efficient method of submitting data and will eliminate the need to mail diskettes or send data input forms to NFC. Once NFC receives the journal voucher, the payroll office's submission of the data is complete and will be processed.

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Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 5, Establishing and Maintaining Accounts.

Security. The security of the data being submitted through the Web-based application is critical. Therefore, to use the Web-based data submission application, payroll offices must first obtain a certificate authority from NFC. To ensure that only authorized users are granted access to the application, your payroll office's security officer must complete the attached form and return it to NFC. NFC will verify the data and provide the payroll office's security officer with the necessary documentation (including the certificate(s)) for users to access the Web-based application. Once NFC issues this certificate, services should follow the instructions on the Web site to access the application. Payroll offices are responsible for safeguarding access to the application and notifying NFC when certificates should be revoked (e.g., when an authorized user should no longer have access to the application).

Obtaining access to the Web-based application. If you are interested in using this application, complete the attached form and fax it to the TSP Operations Branch at (504) 255-4132.

If you have any questions regarding the application or the registration process, contact the TSP Operations Branch, Agency Technical Support Section, at (504) 255-5110 (TDD (504) 255-6132), Monday through Friday, 7:45 a.m. to 4:15 p.m. central time.

A handwritten signature in black ink, reading "Pamela-Jeanne Moran". The signature is fluid and cursive, with the first name "Pamela" and last name "Moran" clearly distinguishable.

PAMELA-JEANNE MORAN
Deputy Director
Office of External Affairs

Attachment: Registration for the Web-based TSP Data Submission
Application and Request for a Certificate Authority

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER
THRIFT SAVINGS PLAN OPERATIONS BRANCH
AGENCY TECHNICAL SUPPORT SECTION
TELEPHONE: (504) 255-5110 TELEFAX: (504) 255-4132

Registration for the Web-based TSP Data Submission Application and Request for a Certificate Authority

Services registering to use the Thrift Savings Plan's Web-based data submission application must complete the following and submit it to the TSP record keeper at the above address. **All information requested below is essential to receive a certificate authority.** Contact the TSP Agency Technical Support Staff at the above telephone or fax numbers if you have any questions regarding the data.

Please **type or print** all information clearly.

FROM:

PAYROLL OFFICE NUMBER:

PAYROLL OFFICE NAME:

ADDRESS:

PHONE:

FAX:

Type of Access: **Web Connector Certificate**

Type of Browser _____

Type of e-mail used (e.g., GroupWise, Lotus, MS, Eudora) _____

Security Officer*

Name _____

Title _____

Address _____

Phone _____ Fax _____

E-Mail Address _____

*Security Officer is the service's Security Officer who assists the user and Registration Authorities (RA) by performing the identification and authentication of the subscriber on behalf of the RA.

Service's Information Technology* (IT) contact person

Name _____

Phone _____

E-Mail Address _____

Number of Certificates required: _____

1) Name _____

Title _____

Phone _____ Fax _____

E-Mail Address _____

2) Name _____

Title _____

Phone _____ Fax _____

E-Mail Address _____

Please complete this application and fax it to the Thrift Savings Plan Operations Branch, Agency Technical Support Section (TSPOB ATSS), at (504) 255-4132. Upon receiving the completed application, the TSPOB ATSS will begin the process that will provide the designated users with a Web Connector Certificate which will enable them to access the Web-based PC program.

Signature of Service's Approving Officer

Date

Title _____

Phone _____

E-mail Address _____

*IT contact at the user's individual site will assist in establishing encrypted e-mail connection.